



## IC MEMORANDUM 09-21

**TO: KEHP Insurance Coordinators**

**FROM: Department of Employee Insurance (DEI)**

**RE: 2010 Open Enrollment Update**

**DATE: September 14, 2009**

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Web Site: <http://kehp.ky.gov>

### **2010 Open Enrollment Update**

- The 2010 Benefits Selection Guide and 2010 Plan Year Kentucky Employees' Handbook will be available online starting 9/15/09.
- Drop shipments of the Benefits Selection Guide will begin around 9/17/09. **(Please start distributing these to your employees upon receipt of the shipment. We would like for the members to have the guide prior to the start of the Benefit Fairs on 10/1.)**
- The Employee ID letters are scheduled to be mailed on 9/23 and the Password letters are scheduled to be mailed on 9/25.
- We are pleased to announce a new IC Toolkit available to assist you in promoting Open Enrollment.

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RONNIE O'NAN  
Kentucky Transportation Cabinet

The IC Toolkit can be found on our Open Enrollment webpage at <http://personnel.ky.gov/dei/10oe/>. We will add items weekly, so check back often. Currently in the IC Toolkit, you will find the Benefit Fair schedule, Open Enrollment training locations, and various sizes of posters. The posters are for your use in advertising the Fairs and Open Enrollment. You will find we left the date, location and time blank on the posters for you to write in the location nearest you.

If you have any questions, please feel free to contact our Member Services Branch at 888-581-8834 or our Enrollment Information Branch at 502-564-1205.

